



UNITED SOUTH END SETTLEMENTS

United South End Settlements (USES) builds upon its history as one of the long-standing settlement houses to provide holistic and integrated services to children, teens, adults, and seniors through programs in art, education, technology, and social services. USES is committed to its motto of “neighbors helping neighbors to grow and thrive” and works with its neighbors to be the living room of the community. Our extended family is an integrated team of participants, staff, volunteers, community leaders, and business partners. USES operates in three locations in the South End – Harriet Tubman House, South End House, the Children’s Art Centre – and Camp Hale on Squam Lake in New Hampshire. To learn more, please visit our website at www.uses.org.

ESOL Level #3 Teacher

Reporting to the Director of Workforce Readiness, the **ESOL3 Teacher** (SPL levels 5-6), provides English language instruction with an emphasis on English for workplace readiness and transitioning to college. Instruction includes teaching skills in listening, speaking, reading, comprehension, writing and critical thinking as well as integrating digital literacy as part of regular, ongoing lessons.

Duties include planning lessons, monitoring, and assessing and reporting on student progress on an ongoing basis. All staff participate in the intake process. They create Individual Learning Plans with students; and collecting, recording, and reporting all necessary information related to students in a timely manner.

This is a 25 hours per week, position August 29, 2016 through June 30, 2017, currently structured as 9am to 3:30 pm Tuesdays-Fridays, including both class time, prep time, and meetings. There may include some flexibility to shift some hours to Monday-Friday.

Organization Responsibilities

- Uphold and help further the mission of the organization
- Work as part of a team to facilitate departmental goals around moving students into the workforce, training or post-secondary education
- Support the collection and use of data about ESOL students for continuous program improvement, including entering information into Efforts-to-Outcome (ETO) and other required databases
- Seek out opportunities to support families across USES programs

Curriculum and Teaching Responsibilities

- Work as part of a team to conduct orientation, assessment and intake of new students
- Create and utilize curriculum, lesson plans, tests, and teaching materials with a particular focus on workforce readiness and integrating MA DESE curriculum frameworks and College and Career Readiness Standards.

- Integrate computer-aided instruction into lessons as appropriate
- Monitor attendance and any obstacles to learning in conjunction with Education Advisor to quickly identify and address issues.
- Administer assessments to ascertain students' progress on a regular basis and adapt lesson plans accordingly.
- Maintain all necessary files and records
- Assist with outreach, recruitment, assessment, and placement of students as needed.
- Help to set students' goals and follow-up on goal attainment with Education Advisor and Career Advisor.
- Provide guidance and support to volunteer tutors and student interns as needed.
- Work with Career Advisor to create Individual Learning Plans with students and prepare students for next steps;
- Stay abreast of best practices, WIOA expectations, and other changes in field.
- Perform other related duties as requested.

Qualifications

- Bachelor's Degree is required in Education or relevant field and a minimum of three years teaching adults, preferably in a Department of Education funded adult basic education program.
- Knowledge and sensitivity to the challenges and aspirations of immigrants.
- Ability to respond to different learning styles, offering creative and engaging lessons.
- Excellent organizational, interpersonal, communication, and writing skills are required.
- Demonstrated skills in curriculum development and implementation.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, Internet Explorer)
- Knowledge of SMARTT a plus.
- Ability to work as part of a team as well as working independently.
- TABE CLAS-E certified preferred.

Physical Requirements (with or without accommodation)

- Position requires exerting up to 10 pounds of force occasionally, and/or a negligible amount of force constantly.
- Work requires close visual acuity.
- Position is not substantially exposed to adverse environmental conditions,

The above statement reflects the general details considered necessary to describe the principal function of the job identified and shall not be considered a detailed description of all the work requirements that may be inherent in the job.

To apply, please email **resume and cover letter** to: humanresources@uses.org
 In the subject line, please specify the position to which you are applying.
No phone calls, please.